

CENTRAL SERVICES ADMINISTRATIVE SPECIALIST PRINCIPAL

KIND OF WORK

Administrative work providing inventory/supply or mail services. (Employees in this class spend at least 60% of their work time doing inventory/stores or mail work.)

NATURE AND PURPOSE

Under limited supervision, purchases, stocks and issues parts, supplies and materials for heavy construction/maintenance or industrial equipment as well as other diverse products and office supplies. The Principal determines inventory levels, prices and determines appropriate substitutions for parts and materials. Employees at the Principal level have wide latitude to develop procedures and methods for accomplishing goals. The Principal will coordinate a complex mailing operation, e.g., truck loads of mail during peak delivery and mailing times, large volumes of incoming and outgoing mail that require special handling and deadlines that carry serious consequences of error. Employees at this level train, provide technical assistance, training and work direction to other state employees. They may also provide work direction, training and technical support to students, inmates, volunteers and/or residents.

The Central Services Administrative Specialist Principal differs from the Central Services Administrative Specialist Senior in the following ways:

- Principal: at this level, employees typically develop procedures and processes for large inventory/stores operations that include heavy construction/maintenance or industrial equipment as well as diverse products and supplies. The Principal determines prices and substitutions for parts and materials. Employees at this level train, provide technical assistance and direct the work of other state employees. Mailroom responsibilities include processing truck loads of mail during peak delivery and mailing times, large volumes of mail requiring special handling and strict deadlines with serious consequences of error.
- Senior: at this level, employees typically establish procedures, work priorities and deadlines. They train, provide technical assistance and work direction to students, volunteers, inmates, residents and/or state employees. Volume and diversity characterizes these positions, but they do not support industrial and heavy construction operations and do not process truck loads of mail and high volume special materials.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Establishes prices for parts and supplies.

Determines appropriate substitutions for parts and materials.

Develops and modifies procedures to improve the efficiency of operations.

Balances and resolves discrepancies in inventory operations.

Determines when to order materials, supplies and equipment.

Maintains complete and accurate inventory records of materials, supplies and equipment using inventory software.

Develops new distribution lists.

Approves requisitions and purchase orders.

Establishes mailroom procedures and policies.

Establishes deadlines and adjusts work assignments and staffing to meet deadlines.

Collects and exchanges information and responds to questions from internal customers (agency employees who receive the incumbent's services) by phone, in-person or e-mail. Sometimes it's necessary to explain complicated procedures and resolve conflicts.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Office management practices sufficient to establish deadlines, design work flow and assign work so that services are provided in a cost effective and efficient manner.

Heavy construction and industrial equipment sufficient to order, price and substitute parts and equipment.

Agency operations and services sufficient to determine inventory levels, diversity of supplies or unique mail services.

Automated and manual record keeping systems sufficient to record inventory and supplies that are received and issued.

Purchasing procedures sufficient to write specifications and bids.

Inventory and stores practices.

Warehouse equipment to ensure safe operation.

Federal and state regulations sufficient to process all types of mail.

Ability to:

Use good human relations skills to interact with others (common courtesy, tact, interest in positive problem solving, empathy and logical organization of ideas).

Understand and effectively carry out oral and written directions.

Give technical advice, training and work instruction to others in a positive and effective manner.

Motivate and accomplish work through others.

Organize and plan work to meet regulations and deadlines.

Handle physical tasks such as lifting, moving materials and supplies, stacking and retrieving materials.

Est.: 7/97
Rev.:

T.C.:
Former Title(s):